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Records Center

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MEMORANDUM FOR: [Redacted]

SUBJECT : Progress Report for Month of December 1957

1. Attached is the Records Center monthly statistical report for the month of December 1957.
2. The following summarizes the activity of the Branches during the month:

a. Accessioning

The Center called upon the Logistics Office / Transportation Division on four different occasions to transfer a total of 421 cubic feet of material. In addition to this, the Records Center Couriers' transported 90 cubic feet of material from the Headquarters area. The 511 cubic feet of material accessioned is equivalent to the volume of more than 63, four drawer, legal size, safe cabinets which have a replacement value of \$27,338 (\$428.00 per safe).

b. Reference

During the month 3,789 documents were furnished to customers and 255 pages of information reports were reproduced for permanent retention. ✓

Many of the projects that would facilitate the service on records have been curtailed because of the lack of sufficient shelving space. However, when the addition to the Center is completed and more shelving space is available, these projects will be started and completed as the work load will permit. ✓

c. Disposal

During the month 288 cubic feet of records and 95 cubic feet of supplemental material were made ready for destruction. This material will be burned at the rate of 10 cubic feet per day. ✓

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Chief, Records Center Division

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RECORDS CENTER MONTHLY STATISTICAL SUMMARY	MONTH December 1957
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I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	40	305	
2. RECORDS ACCESSIONED	366	3,702	32,002
3. RECORDS DISPOSED OF AT CENTER	288	375	2,045
4. RECORDS TRANSFERRED FROM CENTER	269	905	4,887
5. RECORDS HOLDINGS	25,070		
6. DISTRIBUTION MATERIAL RECEIVED	145	1,392	19,134
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	95	659	4,947
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	19	263	3,286
9. DISTRIBUTION MATERIAL HOLDINGS	* 11,928		
10. TOTAL HOLDINGS	36,998		

II. REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	637	4,177	48,011
12. INFORMATIONAL REQUESTS	49	359	3,487
13. INFORMATION REPORTS	83	1,716	
14. INTELLIGENCE REPORTS	2,544	18,303	
15. ADMINISTRATIVE ISSUANCES	476	4,210	
16. TOTAL	3,789	28,765	

III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
17. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT	9038	61,152	
B. RETURNS	3,619	18,247	
18. ADMINISTRATIVE ISSUANCES	1,198	11,673	
19. TOTAL	13,855	91,072	

IV. REPRODUCTION SERVICES

PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE	
20. OZALID	221	5,207	
21. PHOTOCOPY	21	452	
22. DITTO	13	191	
23. TOTAL	255	5,850	

V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
24. TOTAL CAPACITY	41,220	
25. UTILIZED	36,998	
26. COMMITTED	2,858	
27. AVAILABLE	1,364	

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